

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

'03 JUL 21 A7:51

TO: Chief Procurement Officer

FROM: Dept. of Human Services/Social Services Division/Support Services Division
(Department/Division/Agency)

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

The Department is submitting this request in order to revise a recently approved exemption. On 12/16/02 the Chief Procurement Officer approved the Department's request for an exemption (PEH No. 03-18) to contract for services under the federal Children's Justice Act Grant (CJG). One hundred eight thousand dollars (\$108,000) per year is being distributed to the various counties to improve the handling of child abuse and neglect cases in Hawaii under this grant. The activities to be funded are in accordance with Hawaii's federally approved plan under the CJG and include training, a pilot project, and forums as detailed in the attached PEH No. 03-18 exemption. The purpose of this revision is to change the proposed service providers in PEH No. 03-18.

Name of Service Provider:	Estimated Cost:	Term of Contract:
Maui County Children's Justice Committee	\$27,000.00 per year	From: Date of Approval.
Kauai Children's Justice Committee	\$81,000.00 per year	To: Not to Exceed 6/30/04

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

As discussed in PEH No. 03-18, the Department distributes this grant money in support of the activities of regional task forces according to a federally approved plan. There are task forces on Kauai, Oahu, Maui County, East Hawaii, and West Hawaii.

The Department continues to believe that competitive procurement is not practicable because the scope of work is determined by a federally approved plan to be implemented statewide by the regional task forces under the oversight of a statewide steering committee and the federal Department of Health and Human Services.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

As reported in PEH No. 03-18, the Kauai and Maui task forces have incorporated specifically to assist the State in implementing this federal program. Furthermore, the Oahu and Big Island task forces affiliate with the State's Children's Justice Centers under the Judiciary for staff support and membership. Under this revised exemption request the Kauai task force, officially incorporated as the Kauai Children's Justice Committee, has agreed to provide fiduciary services for the task forces on Oahu, East Hawaii, and West Hawaii. With staff support and membership provided by the Children's Justice Centers and with fiduciary services being provided to Oahu and the Big Island through the Kauai task force, there will be no need for the Department to contract with the Children's Justice Center of Oahu, Friends of the Children's Justice Center of East Hawaii, and Friends of the Children's Justice Center of West Hawaii for these activities.

PEH No. 04-04

A description of the state agency's internal controls and approval requirements for the exempted procurement:

In consultation with the Department's Fiscal Management Office/Property and Procurement Staff and with the State Procurement Office as necessary, Purchase of Services (POS) staff determines the most appropriate procurement method or recommends that the Department request an exemption from procurement.

Recommendations and requests for exemptions are drafted by POS staff and reviewed and approved by the POS Supervisor, the Support Services Office Administrator, SSDA, and the Director.

The Department's POS staff will monitor the task forces and their providers to ensure that they are meeting the requirements of this federal grant. Monitoring will consist of site visits as well as a review of meeting minutes and expenditure reports for each task force and the two providers under this exemption. Additional oversight will be provided by the statewide steering committee.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Suzanne Hull, POS Specialist
Dave Boerner, POS Supervisor
Jeanne Reinhart, Assistant Program Administrator
Marquis Miyauchi, Support Services Office Administrator
Patricia Snyder, Social Services Division Administrator; and
Lillian Koller, Esq., Director

Direct questions to:

Suzanne Hull

Phone Number:

586-5673

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.



Department/Agency Head

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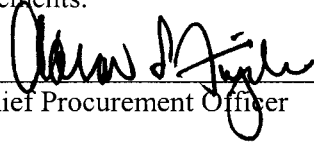
Date

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer

7/21/03
Date

PEH No. 04-04